



NVDCINST 16713
Revised 09/2025

PRIORITY HANDLING REQUESTS

Priority requests are evaluated individually and are not guaranteed to be approved. Requests for expedited handling of vessel documentation applications must be provided to the National Vessel Documentation Center (NVDC) via eStorefront document upload with all of the following information:

1. The words **“PRIORITY REQUEST”** in bold on the top of the request letter.
2. The name and official number of the vessel.
3. The full and correct name of the applicant(s).
4. The reason priority handling is being requested, along with any pertinent documentation to support request (letter from marina, notice from lien holder, etc.).
5. The planned departure date and location (city and state or country).
6. The planned arrival location (city and state or country).
7. Special mailing address instructions.
 - a. **NOTE:** The NVDC will NOT manually complete an airbill. If priority mailing is required for return of correspondence, a prepaid airbill must be provided.
8. The statement “I (we) understand that making a false statement when applying for vessel documentation may subject the vessel to seizure by and forfeiture to the United States government (46 USC 12151, formerly 46 USC 12122).”
9. The signature of the managing owner or other vessel owner.
 - a. **NOTE:** Signatures on behalf of the vessel owner are not acceptable.

Instructions:

1. Submit your request via the eStorefront link at <http://www.uscg.mil/nvdc>.
 - a. Navigate to “I need to respond to a deficiency letter” >> “Upload Additional Documents” to attach your priority request.